

REQUEST FOR EMPLOYEE CLEARANCE (CAL FIRE-151) 0932

(No. 14 March 2004)

All Managers/Supervisors are required to submit a completed Request for Employee Clearance ([CAL FIRE-151](#)) to Information Technology Services (ITS) for employees that are new/changing job function or location/separating from CAL FIRE. This form is to be used in conjunction with the Employee Entrance/Transfer/Change in Position/Exit Checklist. This form must be submitted to ITS at least two weeks prior to the employee's arrival/transfer/separation. In the event of sudden/unforeseen termination of employment, an Employee Entrance/Transfer/Change in Position/Exit Checklist and the Request for Employee Clearance (CAL FIRE-151) should be completed immediately and cleared before the end of the employee's final work shift.

This policy fulfills Department of Finance (DOF) Technology Oversight Unit's (TOSU) and CAL FIRE's 0900 Manual requirements set forth in SAM Section 4842.2 and 0900 Manual, [Section 0916](#) respectively.

SAM 4842.2 Personnel practices related to security management must include training of agency employees with respect to individual, agency, and statewide security responsibilities and policies...; and termination procedures that ensure that agency information assets are not accessible to former employees.

0900 Manual, Section 0916 Each CAL FIRE employee who has computing needs, which support the overall mission of CAL FIRE, may request access to computers or network resources by requesting access from their supervisor.

PROCEDURE:

1. Each Manager/Supervisor initiates the process for change by one of two ways:
 - 1) Calls the Help Desk (HD) at (916) 324-3541
(Toll-free: 1-877-595-4357) or
 - 2) Emails the Help Desk at help.desk@fire.ca.gov.

The HD will either send the Manager/Supervisor the form or send a link to the form.

2. Manager/Supervisor completes and submits the CAL FIRE-151 electronically to the HD for processing.

NOTE: The HD uses the email as a checkpoint to ensure that the "supervisor/manager" is the one who actually made the request as a security measure. Below are the minimum requirements to be completed on the form for each type of situation.

3. A two-week lead-time is required to allow for ample processing time. This includes, but is not limited to, time to:

- 1) Obtain approvals from various groups,
- 2) Coordinate and schedule IT to perform the requested work order, and
- 3) Execute the requested work order.

All transactions must include Manager/Supervisor Name, Phone Number, and Email address.

NOTE: The CAL FIRE-151 will not be processed and will be returned if it is incomplete, lacks proper approvals, or if other issues bar ITS from making the necessary changes.

New Employees

- First Name
- Last Name
- Pager Number
- Cell Number
- Desk Phone
- Home Unit
- Title
- Supervisor
- What systems the employee will need to access.
- Effective date when to activate access

Employee's changing job function or location

- First Name
- Last Name
- Pager Number
- Cell Number
- Desk Phone
- Home Unit
- Title
- Supervisor
- What systems to deny access to
- What systems to grant access to
- Effective date when to activate/inactivate access

Employee's separating from CAL FIRE

- Username (or First, Last name)
- Date to be deleted
- What data if any needs to be retained

Note: It is the Policy of Information Technology to disable the account for a 2 week period prior to deletion. In the event the employee is reinstated to the former position, the account may be re-enabled in this time period.

4. The HD Analyst will take the information and initiate the security changes. In some cases, additional approvals may be required by system owners. (For example Personnel authorizes access to Personnel systems).
5. The HD will send an email confirmation to the Manager/Supervisor to indicate the changes have been made.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)